

## **INSTRUCTIONS FOR INSTALLER APPLICATIONS**

There are **4 different application** packets specific to the different types of licensure an installer may need.

The first packet, **Basic Application Packet**, is for those installers who install only traditional type onsite wastewater treatment systems, i.e. septic tank followed by an approved secondary treatment: enclosed field bed, oxidation pond, or sand filter bed. With this packet, you will only have one application to fill in and submit; however, you must also submit the affidavit and your certificate of liability insurance. **TOTAL COST FOR LICENSURE = \$100.00.**

The **Combination Application Packet** is for those installers who have endorsements to install and maintain mechanical treatment plants in addition to the traditional onsite wastewater treatment systems. In order to get a combination license, an installer must first have a basic license whether they install traditional systems or not. With this packet, you must submit both the basic application and the combination application; however, you are only required to submit 1 affidavit along with your certificate of liability insurance. **TOTAL COST FOR LICENSURE = \$200.00.** (Remember, you have two license numbers with this packet; your basic license number, which should only be used when installing and servicing traditional systems, and your combination license number, which should only be used when installing and servicing the mechanical plants).

The **Combination Maintenance Packet** is for those installers who have endorsements which state they can install and maintain certain brands of mechanical treatment plants, and other endorsements that state they can only service or maintain other brands of mechanical plants. As with the combination license, you must first have a basic license. With this packet, you will have 3 applications to submit; 1. the basic application; 2. the combination application; 3. the maintenance application for those systems you are endorsed to service only. You need to submit 1 affidavit along with the certificate of liability insurance. **TOTAL COST FOR LICENSURE = \$300.00.** (Remember, you will have 3 license numbers with this packet; your basic license number, which should only be used when installing or servicing a traditional system, your combination license for mechanical plants you install and service, your maintenance license for those mechanical plants your endorsement specifies as service only).

The **Maintenance Packet** is for those individuals who do not install any type of system, but rather, service and maintain mechanical treatment plants that were previously installed. Your endorsements must specify service or maintenance only. You must submit 1 affidavit along with your certificate of liability insurance. **TOTAL COST FOR LICENSURE = \$100.00.**

### **REQUIREMENTS FOR THE CERTIFICATE OF LIABILITY INSURANCE**

Your general liability insurance certificate should be in the amount of \$100,000/\$300,000. For those companies who have several installers working for them, the \$300,000 aggregate is per installer, i.e. if there are 3 installers on the policy then the aggregate would need to be \$900,000, etc.

Another important point is the requirement to have the installers name somewhere on the certificate, since we do not license companies.

Finally, it is also a requirement that our office be listed as a certificate holder so that we are notified in the event your coverage expires or as the policy is renewed, we will be sent the renewal or cancellation notice. The following should be listed in the certificate holder area: DHH/OPH/CEHS

Onsite Wastewater Program  
PO BOX 4489  
Baton Rouge, LA 70821-4489

### **INFORMATION REGARDING THE REQUIRED AFFIDAVIT**

The affidavit must be completely filled out with all required signatures, including **2 witness** signatures. If you have not read *Part XIII, Sewage Disposal, of The Louisiana Administrative Code, Title 51*, we urge you to visit the following web link to obtain a copy:

[www.dhh.louisiana.gov/offices/publications.asp?ID=206&Detail=928](http://www.dhh.louisiana.gov/offices/publications.asp?ID=206&Detail=928)

The affidavit is our verification that you have read and fully understand all rules and regulations governing the installation of onsite wastewater systems, as well as, all stipulations for licensure.